



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

INFORMATIONAL LETTER NO.1842-MC-FFS

DATE: November 3, 2017

TO: Iowa Medicaid Case Managers, Community Based Case Managers and Integrated Health Home (IHH) Care Coordinators

APPLIES TO: Managed Care (MC) and Fee-for-Service (FFS)

FROM: Iowa Department of Human Services (DHS), Iowa Medicaid Enterprise (IME)

RE: Home- and Community-Based Services (HCBS) Residential Setting Member Assessment

EFFECTIVE: Immediately

In March 2014, the Centers for Medicare and Medicaid Services (CMS) promulgated rules to assure that all residential and non-residential settings where HCBS and Habilitation services are provided are integrated, community-based settings. CMS required all states to develop a statewide transition plan (STP) to identify how each state will assess the operation and implementation of HCBS and Habilitation programs, including all residential and non-residential settings. CMS rules initially identified all HCBS settings must be in full compliance with the settings rules by March 17, 2019. In March 2017, CMS extended the timeline for full compliance through March 2022.

To implement part of Iowa's STP, the department developed the [HCBS Residential Setting Member Assessment](#)¹, Form 470-5466, which is now available on the main page of the [Iowa Medicaid Portal Access \(IMPA\)](#)² system. The assessment form can be downloaded directly from IMPA and saved to a personal computer for use with individual members. Once the assessment form is completed, it can be uploaded back using the IMPA system. Please refer to the [HCBS Residential Setting Member User Manual](#)³ also available on the IMPA main page for documentation upload instructions.

This assessment form is for use by case managers, community-based case managers and IHH care coordinators to assess the individual residential settings where HCBS members live while receiving HCBS and State Plan Habilitation services.

In order for documents to be uploaded into IMPA, you must be a registered IMPA user and be assigned specific user rights. If you are not registered, go to [IMPA](#) and click on *Register*

¹ <https://secureapp.dhs.state.ia.us/imp/assets/470-5466%202017.pdf>

² <https://secureapp.dhs.state.ia.us/imp/Default.aspx>

³ <https://secureapp.dhs.state.ia.us/imp/assets/HCBS%20Residential%20Member%20Setting%20User%20Manual.pdf>

New Account in the upper left of the IMPA main page. Please click on [The User Registration Guide](#)⁴ for detailed registration information.

Once you have registered as an IMPA user, you may request security access to upload the HCBS Residential Setting Member Assessment into IMPA by sending an email to impasupport@dhs.state.ia.us. The email must include the requestor's IMPA user name and email address. Please include **"HCBS Residential Assessment"** in the email subject line. Once access is secured, users will be assigned the role in IMPA.

The IME will only accept completed assessments uploaded through IMPA. The HCBS Residential Setting Member Assessment form on IMPA is the only acceptable version that can be used when uploading to IMPA; however, information from previously completed assessments may be copied and pasted onto the new form then uploaded.

Training on the use of the HCBS Residential Setting Member Assessment was conducted via webinar on March 22, 2017. [Register](#)⁵ to view the recorded version of the webinar.

The date to complete all HCBS Residential Setting Member Assessments with members accessing HCBS waiver and Habilitation services will be extended to March 31, 2018.

Please send questions to hcbsettings@dhs.state.ia.us

⁴ <https://secureapp.dhs.state.ia.us/impa/Assets/IMPAUserRegistration.pdf>

⁵ <https://attendee.gotowebinar.com/recording/5530769269089594886>